
EFFECTIVE

March 1, 2019.

Subject(s)

1. Face-to-face contact with other children
2. Interviews with adults.
3. Alleged perpetrator refuses to cooperate.
4. Case conference.
5. Photographs.
6. Maltreatment in care.

**1) Face-to-Face
Contact with Other
Children****PSM 713-01, CPS Investigations - General Instructions and Checklist**

Caseworkers must make face-to-face contact with the following other (non-victim children) including:

- All children who reside or visit the home where the alleged abuse/neglect occurred.
- Children of the alleged perpetrator.
- Children who reside or visit the home of the alleged perpetrator.

All children requiring contact in an investigation must be added as investigative persons to the case within MiSACWIS.

Reason: CSA Recommendation

**2) Interviews with
Adults****PSM 713-01, CPS Investigations - General Instructions and Checklist**

Caseworkers are not required to make face-to-face contact with uninvolved putative parents.

Caseworkers should also collect information on previous names/aliases during interviews with adults.

Removed requirement to inquire on medication prescribed.

**3) Alleged
Perpetrator
Refuses to
Participate**

Reason: CPS Program Office Recommendation.

PSM 713-01, CPS Investigations - General Instructions and Checklist

In instances in which a child is at imminent risk and the alleged perpetrator is not willing to cooperate, caseworkers may consider safety planning with a non-offending parent or caregiver or filing a petition to request removal of the perpetrator from the home.

Reason: CSA Recommendation.

4) Photographs**PSM 713-01, CPS Investigations - General Instructions and Checklist**

Requirement to request permission from a parent or caregiver prior to taking a photograph was removed.

Reason: CPS Program Office Recommendation.

**5) Case
Conference****PSM 713-01, CPS Investigations - General Instructions and Checklist**

Case conferences must occur between the assigned caseworker and supervisor at least once in every investigation. If an extension is requested, a case conference must also be held during each extension.

Reason: CPS Program Office Recommendation

**6) Maltreatment in
Care****PSM 714-5, Maltreatment in Care**

PSM 714-5 has been added to the Protective Services Manual.

PSM 716-9, New Complaint when a Child is in Foster Care, has been removed from the manual.

Reason: CPS Program Office Recommendation

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[PSM 714-5](#)

Changed Items ...

[PSM 713-01](#)

Deleted Items ...

PSM 716-9